

Resourceful, Creative, and Solutions-Driven Professional

Learning & Development | Human Resources | Project Management

Profile

Expertise in **designing global learning experiences, implementing systems that work and leading multicultural teams**

Known for **turning plans into action, keeping teams aligned, and getting results in complex settings**

Strategic mind, tactical focus

Instructional Design & Facilitation

Crafting learning experiences for global audiences and equipping facilitation teams for high-quality delivery

Human Resources & Leadership

Guiding multi-cultural teams to develop, grow, and perform at high levels

Project Management

Planning, tracking, adapting, and delivering projects on time and within budget

Problem-solving & Implementation

Anticipating and responding to dynamic challenges and delivering sustainable solutions

Professional Experience

Doctors Without Borders - Médecins Sans Frontières (MSF)

Instructional Design and Technology Team Leader

Mar 2020 - present

Rockville, MD (remote)

Design and deliver facilitator-led management training programs for global audiences.

Extended training programs delivered in virtual and in-person formats (~ 400 learners/year).

- Lead a creative team producing multilingual and interactive learning materials and tools.
- Maintain pedagogical documentation and materials across programs.
- Guide facilitation teams to ensure consistent delivery, messaging, and learner experience.

Project Coordinator and HR-Finance Manager

May 2009 - Feb 2020

International Assignments

Managed medical projects in resource-poor and high-pressure settings.

Projects ranged in size from 50 - 600 employees with annual budgets up to \$5 million.

- Coordinated planning and facilitated discussions to implement operational timelines.
- Oversaw budgeting, financial tracking and proposed corrections and adjustments.
- Ensured compliance with local regulations and MSF security protocols.

PB&J Family Services

Human Resources and Finance Director

Jan 2005 - Apr 2009

Albuquerque, NM

Helped lead a non-profit serving at-risk children and families.

~100 employees with annual budget up to \$4.5 million.

- Managed HR operations including hiring, onboarding, performance reviews, employee relations.
- Administered compensation and benefits and oversaw budgeting, grant contracts, and payroll.
- Balanced daily operations with long-term stability.

Additional Employment

- **Speaker, Self-employed**
Designed and delivered talks and workshops on leadership, communication, and learning.
- **HR Coordinator, Z-Coil Footwear**
Supported recruiting, onboarding, and employee relations.
- **Employment Developer, National Commission on the Status of Women**
Worked with at-risk women to identify work opportunities and built local partnerships.
- **Staffing Director, Robert Half International**
Managed client accounts and hiring processes across multiple sectors.
- **Legal Assistant and Administrative Lead, Chevron Corporation**
Coordinated office operations, legal support, and team logistics.
- **Dance Instructor, Arthur Murray**
Taught private and group lessons with focus on confidence and connection.

Technical Skills and Proficiencies

Software: Microsoft Office Suite, Articulate 360, Vyond, Canva, LMS platforms, Artificial Intelligence (AI)

Languages: French (B1/B2 proficiency)

Work Style: Calm under pressure, steady in uncertainty, and quick to find practical solutions

Strengths: Clear communicator, fast learner, and able to turn ideas into working systems

Mindset: Curious, adaptable, and focused on getting things done

Education and Achievements

Master of Instructional Design and Technology, University of Maryland Global Campus (*May 2026*)

Master of Business Administration (MBA), Golden Gate University, San Francisco, CA

Bachelor of Arts, Communications, University of San Francisco, San Francisco, CA

Senior Professional Human Resources (SPHR) Certificate, HR Certification Institute (HRCI)

Senior Certified Professional (SCP) Certificate, Society of Human Resources Management (SHRM)

Save the Goats, Founding Committee Member, Homa Bay, Kenya

Global Mentor Accreditation, European Mentoring and Coaching (EMCC) Association

Professional Mindset

- Able to focus and concentrate in the midst of complete chaos.
- Open to changing my mind when presented with a solid reason or new perspective.
- Willing to have difficult and uncomfortable conversations on a limitless range of topics.
- Tech-savvy and enjoy learning more to optimize tools and systems.
- Skilled at summarizing different viewpoints into one comprehensive document.
- Comfortable with being uncomfortable, uncertainty, and the unknown.
- Able to find the positive and the humor in most situations.

ADDENDUM

Doctors Without Borders / Médecins Sans Frontières (MSF) Assignments	
Kenya , HR and Finance Project Coordinator HIV/AIDS + TB Program May 2009 - Dec 2009	Jordan , HR and Finance Country Coordinator Refugee Response Aug 2013 - Oct 2013
Malawi , HR and Finance Country Coordinator HIV Project + Measles Vaccination Response Feb 2010 - Feb 2011	Philippines , HR and Finance Country Coordinator Natural Disaster Nov 2013 - Jan 2014
Uganda , Special Project Resource mismanagement investigation Jun 2011 - Oct 2011	Central African Republic , HR Country Coordinator War Response Mar 2014 - May 2014
Nigeria , Country Finance Coordinator Trauma Hospital + Emergency Response Nov 2011 - Jan 2012	Iraq-Kurdistan , Project Coordinator Refugee Response May 2016 - Jan 2017
France , Language training French immersion Feb 2012 - Apr 2012	Haiti , Project Coordinator Specialized Burn Unit Apr 2017 - Oct 2017
Ivory Coast , HR and Finance Project Coordinator Mother and Child Hospital Apr 2012 - Oct 2012	USA, New York , Training Program Manager Management training deployment Feb 2018 - Jun 2018
Syria , HR and Finance Project Coordinator Trauma Center Jan 2013 - Feb 2013	Nigeria , Facilitator Deliver management training Oct 2018
Turkey/Syria , HR and Finance Country Coordinator War Response May 2013 - Aug 2013	South Sudan , HR Country Coordinator Primary care + Malaria response Feb 2019 - Jun 2019